

+-----+
| LOCAL COMMISSIONERS MEMORANDUM |
+-----+

Transmittal No: 95 LCM-26

Date: March 16, 1995

Division: Management Support
and Quality
Improvement

TO: Local District Commissioners

SUBJECT: Training Session for Changes to the Financial Claim Schedules

ATTACHMENTS: Downlink Sites for Teleconference (AVAILABLE ON-LINE)
Registration Form (AVAILABLE ON-LINE)

The Bureau of Local Financial Operations and the Office of Human Resource Development will be presenting a training session in which the changes to the Financial Claim Schedules will be discussed. This year's training will be broadcast via a teleconference to various downlink sites throughout the State. The teleconference will be held on May 3, 1995 from 9:30 am - 12 pm.

During the training session we will be discussing changes to the Program and Administrative claim forms. These changes will take effect with the April, 1995 claims. The schedules that have been changed and that we will be discussing are the:

- Schedule E (Computation of Federal and State Aid on Medical Assistance, DSS-157)
- Schedule H (Non-Title XX Services for Recipients, DSS-4283)
- Schedule K (Reimbursement Claim for Child Care Expenditures, DSS-3479)
- Schedule D-2 (Allocation for Claiming General Services Expenditures, DSS-2347-B)

- Schedule D-6 (Reimbursement Claim for Training, DSS-2347-C)
- RF-2A and Worksheets (Monthly Statement of Administrative Expenditures and Purchase of Expenditures for Federal and State Aid, DSS-1272-A, 1-2-3)
- RF-3 Adjustment Claim for Additional State Aid on Expenditures 100% Reimbursable, DSS-843)
- RF-6 (Monthly Claim for Reimbursement and Statistical Report Assistance to Resettled Refugees, DSS-1047)
- RF-9 (Computation and Claim for Additional State Reimbursement for Medical Assistance under Long Term Care, Presumptive Eligibility and HR Related Parents, DSS-3580)

Time will be allocated for district staff to ask questions after each presentation.

We suggest that the Accounting Supervisor and those persons responsible for the preparation of the Program and Administrative claim forms attend.

The teleconference will be broadcast to 20 downlink sites throughout the State. Attached is a listing of the sites where the teleconference will be broadcast. Also included is the registration form. We would appreciate those persons attending to prepare and return the registration form by April 17, 1995.

Any questions related to the items to be discussed at the teleconference can be addressed to the Bureau of Local Financial Operations:

Regions 1-4 - Roland Levie at 1-800-343-8859, extension 4-7549 USER ID# FMS001.

Region 5 - Marvin Gold at (212) 383-1733; USER ID# OFM270.

John M. Sweeney
Assistant Commissioner
Office of Financial Management

DOWNLINK SITES FOR TELECONFERENCE

Region I

Niagara County
Cornell Cooperative Extension
4487 Lake Avenue
Lockport, NY

Erie County/ Western New York
Children's Psychiatric Center
1010 East and West Road
West Seneca, NY

Jamestown Community College
Community Education Center
Theatre
Falconer Street
Jamestown, NY

Wyoming County DSS
Conference Room, Upper Building
466 Main Street
Warsaw, NY

Region II

Yates County
Cornell Cooperative Extension
110 Court Street
Penn Yan, NY

Monroe County
Cornell Cooperative Extension
249 Highland Street - Meeting Room 1
Rochester, NY

Chemung County
Cornell Cooperative Extension
425 Pennsylvania Avenue - Room 112
Elmira, NY

Region II

Broome County
Cornell Cooperative Extension
840 Upper Front Street - Lawrence Room
Binghamton, NY

Onondaga County
Cornell Cooperative Extension
1050 West Genesee Street
Syracuse, NY

Cortland County Department of Social Services
60 Central Avenue
Cortland, NY

Herkimer County
Cornell Cooperative Extension
Rd 1 Box 234C
Route 5
Herkimer, NY

Jefferson County
Cornell Cooperative Extension
223 J.B. Wise Place
Watertown, NY

Region IV

Washington County
Cornell Cooperative Extension
Meeting Room Lower Level
Ext. 1 Building
Lower Main St.
Hudson Falls, NY

Franklin County
Cornell Cooperative Extension
63 West Main Street
Malone, NY

Hudson Valley Community College
McDonough Building 2nd Floor
80 Vandenberg Ave
Troy, NY

Region V

SUNY New Paltz
LC 3
75 Manheim Blvd.
New Paltz, NY

Nassau County
Cornell Cooperative Extension
1425 Old County Road
Plainview, NY

Rockland County BOCES
1 Cosgrove
West Haverstraw, NY

Suffolk County Community College
Huntington Library
Walt Whitman Room 1
Nichols Road Entrance
Selden, NY

Region V

Fashion Institute of Technology
Alcove
8th Avenue and 27th Street
New York, NY

REGISTRATION FORM

Local District Claiming Process Teleconference

Local District:

All registrations for local district staff must be processed through the district's Staff Development Office. Staff Development Coordinators should indicate in the spaces below the number of staff who will be attending and the site where they plan to attend. Sign-in on the day of the teleconference will be from 9:00 -9:30 a.m. Fax registration by April 17th to: Penny LaRocque, Director, Technology Project, SUNY, State University Plaza, Albany, NY 12246 FAX Number (518) 433-8496.

E-Mail Registrations:

Registrations may be E-mailed to AW3150. E-mail registrations must include a contact name, office, telephone, number of registrants, and site. Registrations received by April 17th will be verified.

Site:

Number Attending:

County:

Contact Person:

Telephone Number:

If you have any questions or if you need a reasonable accommodation (ADA) to attend, please call Dave McGann at (518) 473-8380. Requests for accommodation should be made no later than April 17th.